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**From:** Nassif, Julianne (DPH)  
**Sent:** Thursday, February 25, 2010 10:43 AM  
**To:** Clemmer, Jill (DPH); Servizio, Paul (DPH); Rubin, Alan (DPH); Jacobsen, Patricia (DPH); Salem, Sharon (DPH); Hanchett, James (DPH); Salemi, Charles (DPH); O'Brien, Elisabeth (DPH)  
**Subject:** FW: need to encumber EE and FF funds ASAP  
**Attachments:** Book1.xls  
  
**Importance:** High

Sorry - I am just the messenger... see note below from Linda. Funds on the State Lab account need to be encumbered ASAP. While federal grants are not currently affected, I anticipate a much earlier requirement to encumber money as all surplus federal funding is being sent to Haiti to help with the relief effort.

Julie

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**From:** Han, Linda (DPH)  
**Sent:** Thursday, February 25, 2010 10:33 AM  
**To:** Nassif, Julianne (DPH); Caloggero, Dina (DPH); Smole, Sandra (DPH)  
**Cc:** Connolly, Grace (DPH)  
**Subject:** need to encumber EE and FF funds ASAP

Hi Dina, Sandy, Julie:

See attached list of unencumbered funds for lab supplies and admin expenses for your various labs. Do you plan on spending all of this money? If so, it needs to be encumbered ASAP. Can you let me know please?

Thanks,  
lh

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**From:** Connolly, Grace (DPH)  
**Sent:** Thursday, February 25, 2010 9:49 AM  
**To:** Han, Linda (DPH)  
**Subject:** FW: FY10 Uncommitted Report (Data through 2-5-10).xls

Did Tom talk to you about using all of your FF \$? There's ~\$209K uncommitted on the lab account and if you're going to use it we need to encumber ASAP.

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